

GAVILAN COLLEGE CURRICULUM MEETING
Monday, November 24, 2008
2:30 – 4:30 p.m., LI 171

MINUTES

In Attendance: M. Abad, S. Au-Yeung, M. Bumgarner, E. Crook, S. Dodd, B. Donovan, V. Krimsley, B. Lawn, R. Lee, F. Lozano, E. Luna, M. Machado, J. Maringer, J. Olivas, J. Parker, L. Tenney, D. Van Tassel, D. Young, D. Stone.

I. Call to Order

The meeting was called to order at 2:33 pm by Susan Dodd.

II. Agenda Adjustments

None.

III. Approval of Consent Agenda

A. Minutes of October 27, 2008

MSC (D. Young /R. Lee) - vote was unanimous.

IV. Curriculum

A. New Business

1. NEW COURSE PROPOSAL – FIRST READING

a. LIB 736 Library Research: Develop a Topic

The course number (LIB 737) listed in the meeting agenda is incorrect and should be LIB 736 (as shown above). This is one of the non-credit modules designed to assist students in the writing of research papers. Could be taught by the Library Staff or the discipline instructor, who could recommend this course or offer it as an opportunity for extra credit. Would be no cost for students as it is non-credit and they would get more and better structured information than from a brief face-to face with Library Staff. A suggestion was made that the course description be changed to make it read better.

MSC (E. Crook /D. Young) - vote was unanimous.

2. NEW COURSE PROPOSAL – SECOND READING

a. CHN 1A Elementary Mandarin

Much discussion as to whether this should be called Chinese 1A or Mandarin 1A. Shuk advises that San Jose City College is using CHN 1A & 1B, so she was trying to stay consistent. Chinese is more general and attractive; the more popular description. The written characters are the same in the dialects, and more in keeping with the Chinese culture. “Min. Quals.” would list Chinese (not Mandarin or Cantonese, etc.). Jesse – choose a discipline in the “Min. Quals.” list, then you can describe the course however you want. The emphasis in this course is on speaking and writing and building a vocabulary. The wording of SLO #5 was

questioned – “Recognize characteristics of Chinese people and Chinese culture” – the course will try to cover many aspects of the Chinese culture.

MSC (J. Maringer/E. Luna) - vote was unanimous.

b. CHN 1B Elementary Mandarin

Questions on SLO # 5 – demonstration of competency in the language; should “advanced” be changed to either “intermediate” or “advanced-beginning”? This will be reviewed.

MSC (D. Young/L. Tenney) - vote was unanimous.

c. FRNH 2A Intermediate French

MSC (E. Luna/D. Young) - vote was unanimous.

d. LIB 735 Library Research: Research Basics

This is another of the non-credit modules – a “Where to Start”. Because it is non-credit, how do we motivate students to take these classes? Could be an add-on (like LIB 732) in which everyone gets enrolled when they register for an online class. It is not a co-requisite but it does benefit students. Instructors would need to promote it; would need a 15 student minimum enrollment.

MSC (E. Luna/J. Maringer) - vote was unanimous.

e. LIB 737 Library Research: Avoid Plagiarism

Shuk informed us earlier that the course number (LIB 736) listed in the meeting agenda is incorrect – and should be LIB 737 (as shown above).

These courses are online but some one-on-one is possible. Could possibly be open-entry, open-exit.

MSC (E. Luna/J. Maringer) - vote was unanimous.

f. PE 81 Kickboxing for Fitness

Course to be offered in the Spring of the next academic year and taught by Nikki Dequin who also teaches Aerobics. This course could be an option for students who want an alternative aerobic-type activity class.

MSC (M. Bumgarner/J. Maringer) - vote was unanimous.

3. MODIFICATION OF EXISTING COURSE – FORM C

a. PHIL 9 Philosophy of Religion

General update and change of course number from 6B to 9.

MSC (E. Luna/D. Young) - vote was unanimous.

4. DISTANCE EDUCATION – FORM D

a. CHN 1A Elementary Mandarin

b. CHN 1B Elementary Mandarin

c. FRNH 2A Intermediate French

e. SPAN 1A, SPAN 1B, SPAN 2A, SPAN 2B, SPAN 12A, SPAN 12B, FRNH 1A, FRNH 1B, FRNH 2A, JPN 1A, JPN 1B, JPN 2A

f. ESL 510A, ESL 510B, ESL 521, ESL 522, ESL 523, ESL 531, ESL 532, ESL 533, ESL 541, ESL 542, ESL 543, ESL 546, ESL 553, ESL 554, ESL 563, ESL 564

This deals with the problems of arranged hours and having someone qualified in the discipline supervising lab hours. Courses will be converted to hybrids – lab can be delivered through the online umbrella and meet the

State requirements. Arturo was credited with the concept. (Victor also brought this same idea back from a recent conference.) Instructors can keep in touch by email and continue to monitor the shell. The classified staff person can be in the lab.

MSC (E. Luna/ E. Crook) – vote on all language courses together - unanimous.

d. LIB 737 Library Research: Avoid Plagiarism

Course number adjusted per previous items (See IV. A. 1. and IV. A. 2. e)

MSC (M. Machado/M. Bumgarner) - vote was unanimous.

5. MODIFICATION OF EXISTING PROGRAM – FORM F

a. Theatre Arts major – update to the Program Learning Outcomes.

b. Certificate of Proficiency in Media Arts – Broadcast Television

Marilyn Abad introduced the changes to the core courses. Students with this certificate could work in any TV station, and understand the processes of being in front of or behind the camera, or in the back room. This is one reason for requiring the acting class. Since this is a less than 17 units certificate, it does not need to go to the Chancellor’s Office. This certificate could lead to a Media Arts Degree, or to a Television Emphasis from Theater Arts.

MSC (J. Maringer/B. Lawn) – vote was unanimous.

c. AA Degree – Theatre and Television Option

This will give a 3rd emphasis in the Theater Arts area. Acting and production are the other areas and are already approved by the Chancellor’s Office. Potential job markets are many and varied. Victor updated the committee on the status of program approvals. He went through the list of every program and compared it to the list approved by the Chancellor’s Office. Those that didn’t match up will be “cleaned up” and sent on for approval; we are on record regarding these courses and have been given the go ahead to continue to offer the degrees. In the case of the Communications degree – it was a non-substantial change and was approved for offering, on the assumption by the Chancellor’s Office that it will also be approved. Jesse advised that Theater 2 should be Theater 2A, and “choose one or more” should be “choose at least one.”

MSC (D. Young/L. Tenney) – vote was unanimous.

V. Discussion/Information Items

A. Revised Forms

Susan thanked Jesse, Joy, Dana, Jane and Bonnie for meeting to work on the forms.

[First Reading](#) – adjustments were made to make the form easier to use including: academic year, grading system, repeatability, resources.

Suggestion was made to eliminate “Moodle” and “Other” choices from # 9, and changes could be included on Form D.

[Second Reading](#) – same changes as on First Reading forms; #13B – added Cultural Diversity and American Institutions boxes. Jesse said this also applies to the CSU G.E. Please provide any input you might have on the section “Methods of Evaluation”. In “Recommended or Required Text/s”,

“Other” could be a course reader.

[Advisory/Prerequisite](#) – discussion on adding match of skills from prerequisites, and demonstrating the need to take a progression of courses.

[Form C](#) - similar changes as to previous forms; please provide feedback/input on Methods of Evaluation.

[Form D](#) - #3 – removed “list serve”, added “other”. # 7 – accommodations – will agree to abide by Distance Learning Course Accessibility Agreement. The Distance Ed Coordinator was moved to 1st on the approval signatures list. This was questioned as possibly unnecessary, as the person setting up this class should be meeting with the Distance Ed Coordinator to make sure everything is correct. But if not, this signature would at least get the class on the radar of the Distance Ed Coordinator. We need Sabrina’s input on this.

- B. [Inactive Courses](#) – Susan thanked everyone for continuing to work on this list. The deadline to notify Curriculum of courses to be inactivated is November 26th, so they can be on the December agenda. Questions were raised about inactivating cross-listed courses – they would both/all have to go inactive. Gavilan practice has it that courses are owned by one department. Both departments would have to agree to changes. We must keep in mind that there are some situations in which there are courses that must be taken in “the other discipline” in order for students to get credit for the class.
- C. [Courses to be Updated](#) - the list was made available. Bonnie advised that we are ready for the next wave of updates. Susan reminded the committee to do the ones that are currently being taught. If the SLO’s are okay, add the GE Learning Outcomes. If it was updated prior to 2003, the methods of evaluation will be missing – so all of the different categories need to be looked at. Deadline is the end of this school year, and we are reminded to use the “new” forms. Bonnie will have them up on the website shortly.

VI. Adjournment

Happy Thanksgiving! Meeting adjourned at 4:06 pm by consensus.

Distribution:

S. Au-Yeung, M. Bumgarner, K. Bedell, D. Besson-Silva, S. Carr, E. Crook, S. Dodd, B. Donovan, R. Hannon, R. Hernandez, V. Krimsley, B. Lawn, R. Lee, F. Lopez, F. Lozano, E. Luna, M. Machado, J. Maringer, J. Olivas, J. Parker, J. Pruitt, A. Rosette, C. Salvin, J. Stewart (ASB Representative), L. Tenney, D. Van Tassel, E. Venable, D. Young, G. Cardinalli, K. Day, M. Cortes, T. Newman, O. Magana, A. Oropeza, C. Starr, D. Stone